

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 8004  
**GRADE:** S-35

**TITLE:** ASSISTANT DIRECTOR FOR HEALTH SERVICES

**DEFINITION:**

Under policy and administrative direction, assists the Director of Health in program development, planning, implementation and evaluation; serves as the Health Department's program operations representative on the Human Services Leadership Team; supervises the work of agency division directors and managers; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Assistant Director for Health Services class is distinguished from the Director in that the Assistant Director oversees programmatic development, implementation, and planning for Patient Care Services, Environmental Health and the Laboratory, whereas the Director plans and directs a County-wide public health program and has oversight for the entire department.

The Assistant Director for Health Services class is distinguished from the Assistant Director for Medical Services in that the Assistant Director for Health Service oversees programmatic development, implementation, and planning for Patient Care Services, Environmental Health and the Laboratory, whereas the Assistant Director for Medical Services oversees the planning, development and implementation of a local Bioterrorism/Epidemiology Unit, through which emergency preparedness/response and communicable disease control activities are coordinated. The Assistant Director for Medical Services also oversees all Physicians on staff and has oversight of all Department programs that require consultation on medical elements.

**ILLUSTRATIVE DUTIES:**

Assists the Director of Health in the planning, supervision, and coordination of Patient Care Services, Environmental Health, and Laboratory programs in the Health District;  
Directly supervises the division directors and managers of the three program areas;  
Establishes goals, objectives and priorities for the three program areas, and evaluates the programs' effectiveness in meeting them;  
Evaluates the effectiveness of service components, and develops and revises services, policies and procedures in response to the need of the clients and community;  
As a member of the Human Services Leadership Team, plans services in the context of the overall Human Services system, ensures development and implementation of public-private partnerships to meet the needs of the citizens for health and environmental needs, and oversees contractual services;  
Analyses program data and performance measures in relation to department, state and national health objectives;  
Ensures that programs comply with Federal, State and County laws, regulations and ordinances and assures consistency department-wide;  
Works with the Department of Administration for Human Services to ensure that the integration, flow, and delivery of administrative service (e.g. information systems development, budget, financial accountability, and human resource-related issues) meets the needs of the Health Department;

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Represents and acts for the Director of Health in contacts with the public, the Health Care Advisory Board, Board of Supervisors, Federal, State and local groups/officials and private-sector organizations;

Communicates with the public and the media on programmatic and community issues under the direction of the Director of Health.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of public health practice in the fields of environmental health, patient care and laboratory services;

Knowledge of the principles and practices of public administration (including personnel, budgeting, accounting and management analysis), and the ability to apply them in overseeing a variety of health department services;

Knowledge of Federal, State and County laws, regulations, ordinances affecting public health and the environment and the ability to interpret and apply them correctly;

Knowledge of best practices for human service agencies from a federal, state and local perspective;

Ability to solve problems and resolving conflicts;

Ability to analyze data and performance measures in and draw sound conclusions;

Ability to develop and implement departmental goals/objectives and agency strategic plan department-wide;

Ability to coordinate and implement organizational, personnel, and program changes;

Ability to effectively manage, train, and motivate employees;

Ability to plan, direct, and coordinate the work of a large staff;

Ability to provide effective leadership; Ability to communicate clearly and concisely, orally and in writing;

Ability to develop and maintain effective working relationships with subordinates, coworkers, County officials, public and private sector organizations, community groups and the public.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited college or university with a Master's Degree in human services, health services, public health, public administration or a related field: PLUS

Five years' increasingly responsible experience in a public health/community health setting involving policy development, service delivery and working with governing boards/advisory boards.

**CERTIFICATES AND LICENSES REQUIRED:**

None applicable

**NECESSARY SPECIAL REQUIREMENTS:**

None applicable

ESTABLISHED: April 4, 2003